

## Department of Administration

<b>DIVISION SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY PROGRAM</b>						
Administrative Rules	517,700	484,600	527,300	533,400	528,900	528,900
Director's Office	1,300,100	1,287,600	1,302,100	1,332,200	1,329,300	1,329,300
Info. Tech. & Communication	3,904,500	3,458,300	4,017,800	4,476,500	4,030,700	4,030,700
ITRMC	727,300	444,900	664,800	752,700	748,800	748,800
Office of Insurance Management	1,290,800	1,109,200	1,346,200	1,357,900	1,351,900	1,351,900
Public Works	13,126,300	11,291,000	9,075,700	9,059,700	9,637,100	9,627,100
Purchasing	3,304,900	2,687,400	3,425,400	3,363,000	3,339,800	3,339,800
Bond Payment	0	0	11,087,600	15,973,400	15,973,400	15,973,400
<b>Total:</b>	<b>24,171,600</b>	<b>20,763,000</b>	<b>31,446,900</b>	<b>36,848,800</b>	<b>36,939,900</b>	<b>36,929,900</b>
<b>BY FUND SOURCE</b>						
General	2,998,700	2,699,800	8,814,700	9,342,000	8,887,900	8,887,900
Dedicated	21,172,900	18,050,200	22,632,200	27,506,800	28,052,000	28,042,000
Federal	0	13,000	0	0	0	0
<b>Total:</b>	<b>24,171,600</b>	<b>20,763,000</b>	<b>31,446,900</b>	<b>36,848,800</b>	<b>36,939,900</b>	<b>36,929,900</b>
Percent Change:		(14.1%)	51.5%	17.2%	17.5%	17.4%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	9,082,500	8,207,500	9,155,200	9,426,900	9,504,800	9,504,800
Operating Expenditures	11,147,900	9,335,200	15,274,300	18,350,600	18,573,000	18,563,000
Capital Outlay	3,941,200	3,104,400	7,017,400	9,071,300	8,862,100	8,862,100
Trustee/Benefit	0	115,900	0	0	0	0
<b>Total:</b>	<b>24,171,600</b>	<b>20,763,000</b>	<b>31,446,900</b>	<b>36,848,800</b>	<b>36,939,900</b>	<b>36,929,900</b>
Full-Time Positions (FTP)	173.60	173.60	173.10	173.50	173.50	173.50

In accordance with Idaho Code §67-3519, this division is authorized no more than 173.50 full-time equivalent positions at any point during the period July 1, 2004 through June 30, 2005 for the programs specified.

	<b>FTP</b>	<b>Gen</b>	<b>Ded</b>	<b>Fed</b>	<b>Total</b>
<b>FY 2004 Original Appropriation</b>	<b>173.10</b>	<b>8,814,700</b>	<b>22,632,200</b>	<b>0</b>	<b>31,446,900</b>
FTP or Fund Adjustment (Non-cognizable)	0.40	0	0	0	0
<b>FY 2004 Estimated Expenditures</b>	<b>173.50</b>	<b>8,814,700</b>	<b>22,632,200</b>	<b>0</b>	<b>31,446,900</b>
Transfer Between Programs	0.00	0	0	0	0
Removal of One-Time Expenditures	0.00	0	(492,200)	0	(492,200)
<b>FY 2005 Base</b>	<b>173.50</b>	<b>8,814,700</b>	<b>22,140,000</b>	<b>0</b>	<b>30,954,700</b>
Personnel Cost Rollups	0.00	35,300	160,900	0	196,200
Inflationary Adjustments	0.00	0	0	0	0
Replacement Items	0.00	0	216,000	0	216,000
Nonstandard Adjustments	0.00	10,200	4,749,400	0	4,759,600
Change in Employee Compensation	0.00	27,700	125,700	0	153,400
<b>FY 2005 Program Maintenance</b>	<b>173.50</b>	<b>8,887,900</b>	<b>27,392,000</b>	<b>0</b>	<b>36,279,900</b>
Enhancements	0.00	0	650,000	0	650,000
<b>FY 2005 Total</b>	<b>173.50</b>	<b>8,887,900</b>	<b>28,042,000</b>	<b>0</b>	<b>36,929,900</b>
Chg from FY 2004 Orig Approp.	0.40	73,200	5,409,800	0	5,483,000
% Chg from FY 2004 Orig Approp.	0.2%	0.8%	23.9%		17.4%

# I. Department of Administration: Administrative Rules

**STARS Number & Budget Unit:** 200 ADAL

**Bill Number & Chapter:** H792 (Ch.280), H805 (Ch.282)

PROGRAM DESCRIPTION: The Office of Administrative Rules structures, promulgates, and disseminates all administrative rules pursuant to the Idaho Administrative Procedures Act (Idaho Code §67-5201 et seq.). This program also provides notice of administrative actions and the text of state documents for public review and comment. The Office of Administrative Rules was transferred from the Office of the State Controller to the Department of Administration effective July 1, 1996. At that time, its funding was changed from a continuous to an annual appropriation.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
Dedicated	517,700	484,600	527,300	533,400	528,900	528,900
Percent Change:		(6.4%)	8.8%	1.2%	0.3%	0.3%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	193,200	187,000	196,600	202,700	204,400	204,400
Operating Expenditures	324,500	297,600	330,700	328,100	321,900	321,900
Capital Outlay	0	0	0	2,600	2,600	2,600
Total:	517,700	484,600	527,300	533,400	528,900	528,900
Full-Time Positions (FTP)	3.75	3.75	3.75	3.75	3.75	3.75

<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>
<b>FY 2004 Original Appropriation</b>	<b>3.75</b>	<b>0</b>	<b>527,300</b>	<b>0</b>	<b>527,300</b>
Removal of One-Time Expenditures	0.00	0	(6,200)	0	(6,200)
<b>FY 2005 Base</b>	<b>3.75</b>	<b>0</b>	<b>521,100</b>	<b>0</b>	<b>521,100</b>
Personnel Cost Rollups	0.00	0	4,400	0	4,400
Replacement Items	0.00	0	3,900	0	3,900
Nonstandard Adjustments	0.00	0	(3,900)	0	(3,900)
Change in Employee Compensation	0.00	0	3,400	0	3,400
<b>FY 2005 Total Appropriation</b>	<b>3.75</b>	<b>0</b>	<b>528,900</b>	<b>0</b>	<b>528,900</b>
Change From FY 2004 Original Approp.	0.00	0	1,600	0	1,600
% Change From FY 2004 Original Approp.	0.0%		0.3%		0.3%

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. Nonstandard Adjustments reflect changes in Attorney General fees. A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400).

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
D 0475-05 Administrative Code	3.75	204,400	321,000	0	0	0	525,400
OT D 0475-05 Administrative Code	0.00	0	900	2,600	0	0	3,500
Totals:	3.75	204,400	321,900	2,600	0	0	528,900

## II. Department of Administration: Director's Office

**STARS Number & Budget Unit:** 200 ADAA, 200 ADAF(Cont), 200 ADAN

**Bill Number & Chapter:** H792 (Ch.280), H838 (Ch.291), H805 (Ch.282)

PROGRAM DESCRIPTION: The Director's Office provides administrative, fiscal, legal, and human resources services to the Department, and administers the Industrial Special Indemnity Fund.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
General	281,400	259,200	258,900	264,600	262,500	262,500
Dedicated	1,018,700	1,028,400	1,043,200	1,067,600	1,066,800	1,066,800
Total:	1,300,100	1,287,600	1,302,100	1,332,200	1,329,300	1,329,300
Percent Change:		(1.0%)	1.1%	2.3%	2.1%	2.1%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	867,100	790,400	879,800	903,900	911,300	911,300
Operating Expenditures	433,000	381,300	422,300	423,800	415,400	415,400
Capital Outlay	0	0	0	4,500	2,600	2,600
Trustee/Benefit	0	115,900	0	0	0	0
Total:	1,300,100	1,287,600	1,302,100	1,332,200	1,329,300	1,329,300
Full-Time Positions (FTP)	13.65	13.65	14.15	14.55	14.55	14.55
<b>DECISION UNIT SUMMARY:</b>						
	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>14.15</b>	<b>258,900</b>	<b>1,043,200</b>	<b>0</b>	<b>1,302,100</b>	
Non-Cognizable Funds and Transfers	0.40	0	0	0	0	
<b>FY 2004 Estimated Expenditures</b>	<b>14.55</b>	<b>258,900</b>	<b>1,043,200</b>	<b>0</b>	<b>1,302,100</b>	
Removal of One-Time Expenditures	0.00	0	(18,700)	0	(18,700)	
<b>FY 2005 Base</b>	<b>14.55</b>	<b>258,900</b>	<b>1,024,500</b>	<b>0</b>	<b>1,283,400</b>	
Personnel Cost Rollups	0.00	3,300	13,600	0	16,900	
Replacement Items	0.00	0	3,900	0	3,900	
Nonstandard Adjustments	0.00	(3,100)	13,600	0	10,500	
Change in Employee Compensation	0.00	3,400	11,200	0	14,600	
<b>FY 2005 Total Appropriation</b>	<b>14.55</b>	<b>262,500</b>	<b>1,066,800</b>	<b>0</b>	<b>1,329,300</b>	
Change From FY 2004 Original Approp.	0.40	3,600	23,600	0	27,200	
% Change From FY 2004 Original Approp.	2.8%	1.4%	2.3%		2.1%	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. Nonstandard Adjustments reflect changes in Attorney General, Controller and Treasurer fees and an increase in the rate charged by the Industrial Commission for services provided to the Industrial Special Indemnity Fund (\$31,000 increase). A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400).

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	2.78	204,900	57,600	0	0	0	262,500
D 0125-00 Indirect Cost Rec	8.47	508,900	250,300	0	0	0	759,200
D 0450-00 Admin. Services	0.30	24,800	0	0	0	0	24,800
D 0519-00 Indust Spcl Indem	3.00	172,700	106,600	0	0	0	279,300
OT D 0519-00 Indust Spcl Indem	0.00	0	900	2,600	0	0	3,500
Totals:	14.55	911,300	415,400	2,600	0	0	1,329,300

### III. Department of Administration: Information Technology & Communications

**STARS Number & Budget Unit:** 200 ADAB, 200 ADAG(Cont)

**Bill Number & Chapter:** H792 (Ch.280), H805 (Ch.282)

PROGRAM DESCRIPTION: The Information Technology & Communications program operates the IDANET, coordinates Internet, electronic mail, telephone, data and video transmission services, and the statewide microwave system.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
General	781,500	744,500	789,000	1,252,200	809,000	809,000
Dedicated	3,123,000	2,713,300	3,228,800	3,224,300	3,221,700	3,221,700
Federal	0	500	0	0	0	0
Total:	3,904,500	3,458,300	4,017,800	4,476,500	4,030,700	4,030,700
Percent Change:		(11.4%)	16.2%	11.4%	0.3%	0.3%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	2,435,300	2,370,700	2,472,900	2,547,100	2,569,400	2,569,400
Operating Expenditures	1,308,800	1,087,600	1,319,700	1,570,400	1,304,300	1,304,300
Capital Outlay	160,400	0	225,200	359,000	157,000	157,000
Total:	3,904,500	3,458,300	4,017,800	4,476,500	4,030,700	4,030,700
Full-Time Positions (FTP)	42.00	42.00	43.15	43.15	43.15	43.15
<b>DECISION UNIT SUMMARY:</b>						
	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>43.15</b>	<b>789,000</b>	<b>3,228,800</b>	<b>0</b>	<b>4,017,800</b>	
Removal of One-Time Expenditures	0.00	0	(207,300)	0	(207,300)	
<b>FY 2005 Base</b>	<b>43.15</b>	<b>789,000</b>	<b>3,021,500</b>	<b>0</b>	<b>3,810,500</b>	
Personnel Cost Rollups	0.00	10,100	42,400	0	52,500	
Replacement Items	0.00	0	136,100	0	136,100	
Nonstandard Adjustments	0.00	0	(12,400)	0	(12,400)	
Change in Employee Compensation	0.00	9,900	34,100	0	44,000	
<b>FY 2005 Total Appropriation</b>	<b>43.15</b>	<b>809,000</b>	<b>3,221,700</b>	<b>0</b>	<b>4,030,700</b>	
Change From FY 2004 Original Approp.	0.00	20,000	(7,100)	0	12,900	
% Change From FY 2004 Original Approp.	0.0%	2.5%	(0.2%)		0.3%	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. Nonstandard Adjustments reflect changes in Attorney General fees. A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400). Replacement items unique to this program included \$111,600 in dedicated funds for two WAN routers (\$6,000 each), two heavy duty laptop computers (\$5,000 each), two Suburbans (\$38,300 each), and two snowmobiles (\$6,500 each).

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	8.00	551,200	257,800	0	0	0	809,000
D 0125-00 Indirect Cost Rec	7.00	379,200	76,100	0	0	0	455,300
D 0450-00 Admin. Services	28.15	1,639,000	964,800	28,800	0	0	2,632,600
OT D 0450-00 Admin. Services	0.00	0	5,600	128,200	0	0	133,800
Totals:	43.15	2,569,400	1,304,300	157,000	0	0	4,030,700

#### IV. Department of Administration: Information Technology Resource Mgmt Council

**STARS Number & Budget Unit:** 200 ADAM

**Bill Number & Chapter:** H792 (Ch.280), H805 (Ch.282)

PROGRAM DESCRIPTION: The sixteen member Information Technology Resource Management Council (ITRMC) facilitates a centralized and coordinated approach to the design, procurement and implementation of information technology and telecommunications systems for both state government and the public. The Council recommends technology policies, prepares statewide technology plans, recommends use of technology resources, reviews and approves large-scale information technology projects for state agencies, recommends cost-efficient procedures for technology procurement, and performs additional functions consistent with the Council's purpose. The Council is staffed by the Department of Administration.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
General	59,300	54,400	59,900	61,300	61,900	61,900
Dedicated	668,000	378,000	604,900	691,400	686,900	686,900
Federal	0	12,500	0	0	0	0
Total:	727,300	444,900	664,800	752,700	748,800	748,800
Percent Change:		(38.8%)	49.4%	13.2%	12.6%	12.6%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	347,600	332,900	352,300	361,900	365,200	365,200
Operating Expenditures	379,700	106,400	312,500	388,200	381,000	381,000
Capital Outlay	0	5,600	0	2,600	2,600	2,600
Total:	727,300	444,900	664,800	752,700	748,800	748,800
Full-Time Positions (FTP)	5.00	5.00	5.00	5.00	5.00	5.00
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>5.00</b>	<b>59,900</b>	<b>604,900</b>	<b>0</b>	<b>664,800</b>	
Removal of One-Time Expenditures	0.00	0	(7,800)	0	(7,800)	
Base Adjustments	0.00	0	75,000	0	75,000	
<b>FY 2005 Base</b>	<b>5.00</b>	<b>59,900</b>	<b>672,100</b>	<b>0</b>	<b>732,000</b>	
Personnel Cost Rollups	0.00	900	5,600	0	6,500	
Replacement Items	0.00	0	3,900	0	3,900	
Change in Employee Compensation	0.00	1,100	5,300	0	6,400	
<b>FY 2005 Total Appropriation</b>	<b>5.00</b>	<b>61,900</b>	<b>686,900</b>	<b>0</b>	<b>748,800</b>	
Change From FY 2004 Original Approp.	0.00	2,000	82,000	0	84,000	
% Change From FY 2004 Original Approp.	0.0%	3.3%	13.6%		12.6%	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400).

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	0.65	61,900	0	0	0	0	61,900
D 0450-00 Admin. Services	4.35	303,300	380,100	0	0	0	683,400
OT D 0450-00 Admin. Services	0.00	0	900	2,600	0	0	3,500
Totals:	5.00	365,200	381,000	2,600	0	0	748,800

## V. Department of Administration: Office of Insurance Management

**STARS Number & Budget Unit:** 200 ADAI(Cont), 200 ADAK

**Bill Number & Chapter:** H792 (Ch.280), H805 (Ch.282)

PROGRAM DESCRIPTION: The Insurance Management program negotiates and administers medical, dental, life and disability insurance programs and the Integrated Behavioral Health Plan for state employees, and provides property and casualty insurance services to state government via insurance and self-insurance.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
Dedicated	1,290,800	1,109,200	1,346,200	1,357,900	1,351,900	1,351,900
Percent Change:		(14.1%)	21.4%	0.9%	0.4%	0.4%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	670,800	639,600	682,600	704,500	710,900	710,900
Operating Expenditures	620,000	466,900	663,600	641,600	629,200	629,200
Capital Outlay	0	2,700	0	11,800	11,800	11,800
Total:	1,290,800	1,109,200	1,346,200	1,357,900	1,351,900	1,351,900
Full-Time Positions (FTP)	12.45	12.45	12.45	12.45	12.45	12.45
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>12.45</b>	<b>0</b>	<b>1,346,200</b>	<b>0</b>	<b>1,346,200</b>	
Removal of One-Time Expenditures	0.00	0	(15,600)	0	(15,600)	
<b>FY 2005 Base</b>	<b>12.45</b>	<b>0</b>	<b>1,330,600</b>	<b>0</b>	<b>1,330,600</b>	
Personnel Cost Rollups	0.00	0	15,800	0	15,800	
Replacement Items	0.00	0	17,500	0	17,500	
Nonstandard Adjustments	0.00	0	(24,500)	0	(24,500)	
Change in Employee Compensation	0.00	0	12,500	0	12,500	
<b>FY 2005 Total Appropriation</b>	<b>12.45</b>	<b>0</b>	<b>1,351,900</b>	<b>0</b>	<b>1,351,900</b>	
Change From FY 2004 Original Approp.	0.00	0	5,700	0	5,700	
% Change From FY 2004 Original Approp.	0.0%		0.4%		0.4%	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. Nonstandard Adjustments reflect changes in Attorney General fees, and risk management rates. A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400).

COMMENT: The Department selected Blue Cross of Idaho as the provider of the state's group medical, vision and behavioral health plans for FY 2005.

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
D 0461-00 Group Insurance	5.30	268,600	435,900	0	0	0	704,500
OT D 0461-00 Group Insurance	0.00	0	1,600	4,700	0	0	6,300
D 0462-00 Retained Risk	7.15	442,300	189,300	0	0	0	631,600
OT D 0462-00 Retained Risk	0.00	0	2,400	7,100	0	0	9,500
Totals:	12.45	710,900	629,200	11,800	0	0	1,351,900

## VI. Department of Administration: Public Works

**STARS Number & Budget Unit:** 200 ADAC

**Bill Number & Chapter:** H792 (Ch.280), H838 (Ch.291), H805 (Ch.282)

**PROGRAM DESCRIPTION:** The Division of Public Works is responsible for the planning, design, construction and maintenance of all state facilities. The Division develops budgets, supervises the bidding process, and oversees the selection of architects and engineers for state building and renovation projects. The Division supervises project construction to ensure all projects, which range from repairs exceeding \$30,000 to all new construction, proceed according to approved plans and specifications, and it provides property management services for state buildings. Other services include preventative and corrective building maintenance, custodial, environmental control, grounds keeping, and utilities. Public Works also prepares requests for proposal (RFP) for state-leased office space, negotiates lease rates, approves all leases, and oversees leases.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
General	954,400	812,100	332,000	337,800	332,000	332,000
Dedicated	12,171,900	10,478,900	8,743,700	8,721,900	9,305,100	9,295,100
Total:	13,126,300	11,291,000	9,075,700	9,059,700	9,637,100	9,627,100
Percent Change:		(14.0%)	(19.6%)	(0.2%)	6.2%	6.1%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	2,918,600	2,492,600	2,905,800	2,986,900	3,010,000	3,010,000
Operating Expenditures	6,493,800	5,747,300	5,150,200	5,115,200	5,669,500	5,659,500
Capital Outlay	3,713,900	3,051,100	1,019,700	957,600	957,600	957,600
Total:	13,126,300	11,291,000	9,075,700	9,059,700	9,637,100	9,627,100
Full-Time Positions (FTP)	53.00	53.00	53.00	53.00	53.00	53.00
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>53.00</b>	<b>332,000</b>	<b>8,743,700</b>	<b>0</b>	<b>9,075,700</b>	
Removal of One-Time Expenditures	0.00	0	(167,000)	0	(167,000)	
<b>FY 2005 Base</b>	<b>53.00</b>	<b>332,000</b>	<b>8,576,700</b>	<b>0</b>	<b>8,908,700</b>	
Personnel Cost Rollups	0.00	0	58,600	0	58,600	
Replacement Items	0.00	0	30,700	0	30,700	
Nonstandard Adjustments	0.00	0	(66,500)	0	(66,500)	
Change in Employee Compensation	0.00	0	45,600	0	45,600	
<b>FY 2005 Maintenance (MCO)</b>	<b>53.00</b>	<b>332,000</b>	<b>8,645,100</b>	<b>0</b>	<b>8,977,100</b>	
5. Borah Federal Bldg.(Trailer HCR 44)	0.00	0	650,000	0	650,000	
<b>FY 2005 Total Appropriation</b>	<b>53.00</b>	<b>332,000</b>	<b>9,295,100</b>	<b>0</b>	<b>9,627,100</b>	
Change From FY 2004 Original Approp.	0.00	0	551,400	0	551,400	
% Change From FY 2004 Original Approp.	0.0%	0.0%	6.3%		6.1%	

**APPROPRIATION HIGHLIGHTS:** Personnel benefit costs were funded. No inflationary increases were funded. Nonstandard Adjustments reflect changes in Attorney General fees and risk management rates. A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400). Enhancement #5 reflects spending authority for the Borah Post Office.

**LEGISLATIVE INTENT:** The appropriation bill (H792) included intent language that the Legislature would consider a trailer appropriation bill in the event HCR 44 passed both houses. HCR 44 authorized the state to take possession of the Borah Post Office from the Federal Government. After HCR 44 was approved by both houses, the Legislature passed H838 which authorized \$650,000 in dedicated fund spending authority to operate the Borah Post Office. It is anticipated that a number of state agencies (including up to 65 state employees) will be relocated to Borah during FY 2005.

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	0.00	0	332,000	0	0	0	332,000
D 0365-00 Permanent Building	25.50	1,425,600	619,900	936,700	0	0	2,982,200
OT D 0365-00 Permanent Building	0.00	0	3,300	9,800	0	0	13,100
D 0450-00 Admin. Services	27.50	1,584,400	4,700,600	0	0	0	6,285,000
OT D 0450-00 Admin. Services	0.00	0	3,700	11,100	0	0	14,800
Totals:	53.00	3,010,000	5,659,500	957,600	0	0	9,627,100



## VII. Department of Administration: Purchasing

**STARS Number & Budget Unit:** 200 ADAD, 200 ADAH(Cont)

**Bill Number & Chapter:** H792 (Ch.280), H805 (Ch.282)

PROGRAM DESCRIPTION: The Purchasing program acquires property for all state agencies through the competitive bidding process, provides document management services, assists in the donation of surplus federal property to state and local government and eligible non-profits, and provides mail services to most state agencies.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
General	922,100	829,600	921,100	944,300	940,700	940,700
Dedicated	2,382,800	1,857,800	2,504,300	2,418,700	2,399,100	2,399,100
Total:	3,304,900	2,687,400	3,425,400	3,363,000	3,339,800	3,339,800
Percent Change:		(18.7%)	27.5%	(1.8%)	(2.5%)	(2.5%)
<b>BY EXPENDITURE CLASSIFICATION</b>						
Personnel Costs	1,649,900	1,394,300	1,665,200	1,719,900	1,733,600	1,733,600
Operating Expenditures	1,588,100	1,248,100	1,669,900	1,572,100	1,540,500	1,540,500
Capital Outlay	66,900	45,000	90,300	71,000	65,700	65,700
Total:	3,304,900	2,687,400	3,425,400	3,363,000	3,339,800	3,339,800
Full-Time Positions (FTP)	43.75	43.75	41.60	41.60	41.60	41.60
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>41.60</b>	<b>921,100</b>	<b>2,504,300</b>	<b>0</b>	<b>3,425,400</b>	
Removal of One-Time Expenditures	0.00	0	(69,600)	0	(69,600)	
Base Adjustments	0.00	0	(75,000)	0	(75,000)	
<b>FY 2005 Base</b>	<b>41.60</b>	<b>921,100</b>	<b>2,359,700</b>	<b>0</b>	<b>3,280,800</b>	
Personnel Cost Rollups	0.00	21,000	20,500	0	41,500	
Replacement Items	0.00	0	20,000	0	20,000	
Nonstandard Adjustments	0.00	(14,700)	(14,700)	0	(29,400)	
Change in Employee Compensation	0.00	13,300	13,600	0	26,900	
<b>FY 2005 Total Appropriation</b>	<b>41.60</b>	<b>940,700</b>	<b>2,399,100</b>	<b>0</b>	<b>3,339,800</b>	
Change From FY 2004 Original Approp.	0.00	19,600	(105,200)	0	(85,600)	
% Change From FY 2004 Original Approp.	0.0%	2.1%	(4.2%)		(2.5%)	

APPROPRIATION HIGHLIGHTS: Personnel benefit costs were funded. No inflationary increases were funded. Nonstandard Adjustments reflect changes in Attorney General fees. A 2% Change in Employee Compensation (CEC) increase was fully funded, with an additional one-time 1% CEC contingent upon a prescribed ending balance in the General Fund at the end of fiscal year 2004 (H805). Funding for replacement items was made on a Department-wide basis for LAN systems (\$104,400).

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	20.65	784,300	156,400	0	0	0	940,700
D 0450-00 Admin. Services	16.80	758,200	1,128,200	33,500	0	0	1,919,900
OT D 0450-00 Admin. Services	0.00	0	3,700	11,100	0	0	14,800
D 0456-00 Surplus Property	4.15	191,100	251,500	18,400	0	0	461,000
OT D 0456-00 Surplus Property	0.00	0	700	2,700	0	0	3,400
Totals:	41.60	1,733,600	1,540,500	65,700	0	0	3,339,800



## VIII. Department of Administration: Bond Payment

**STARS Number & Budget Unit:** 200 ADAP

**Bill Number & Chapter:** H792 (Ch.280), H805 (Ch.282)

PROGRAM DESCRIPTION: The Bond Payment program was created in FY 2004 for the purpose of consolidating payment of the state's bonded indebtedness for the construction of buildings.

<b>PROGRAM SUMMARY:</b>	<b>FY 2003 Total Appr</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Total Appr</b>	<b>FY 2005 Request</b>	<b>FY 2005 Gov Rec</b>	<b>FY 2005 Approp</b>
<b>BY FUND SOURCE</b>						
General	0	0	6,453,800	6,481,800	6,481,800	6,481,800
Dedicated	0	0	4,633,800	9,491,600	9,491,600	9,491,600
Total:	0	0	11,087,600	15,973,400	15,973,400	15,973,400
Percent Change:				44.1%	44.1%	44.1%
<b>BY EXPENDITURE CLASSIFICATION</b>						
Operating Expenditures	0	0	5,405,400	8,311,200	8,311,200	8,311,200
Capital Outlay	0	0	5,682,200	7,662,200	7,662,200	7,662,200
Total:	0	0	11,087,600	15,973,400	15,973,400	15,973,400
<b>DECISION UNIT SUMMARY:</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>	
<b>FY 2004 Original Appropriation</b>	<b>0.00</b>	<b>6,453,800</b>	<b>4,633,800</b>	<b>0</b>	<b>11,087,600</b>	
Non-Cognizable Funds and Transfers	0.00	0	0	0	0	
<b>FY 2005 Base</b>	<b>0.00</b>	<b>6,453,800</b>	<b>4,633,800</b>	<b>0</b>	<b>11,087,600</b>	
Nonstandard Adjustments	0.00	28,000	4,857,800	0	4,885,800	
<b>FY 2005 Total Appropriation</b>	<b>0.00</b>	<b>6,481,800</b>	<b>9,491,600</b>	<b>0</b>	<b>15,973,400</b>	
Change From FY 2004 Original Approp.	0.00	28,000	4,857,800	0	4,885,800	
% Change From FY 2004 Original Approp.		0.4%	104.8%		44.1%	

APPROPRIATION HIGHLIGHTS: Nonstandard Adjustments reflect funding from the Permanent Building Fund (\$4,857,800) for new construction projects. The projects were authorized by the 2003 Legislature through HCR 30 which authorized the Department and various educational institutions and agencies to work with the Idaho State Building Authority to issue bonds to finance the construction of facilities whose construction was cancelled during recent budget difficulties. Also included as a Nonstandard Adjustment is \$28,000 (General Fund) for an under funded bond obligation from other agencies.

<b>FY 2005 APPROPRIATION:</b>	<b>FTP</b>	<b>Pers. Cost</b>	<b>Oper Exp</b>	<b>Cap Out</b>	<b>T/B Pymnts</b>	<b>Lump Sum</b>	<b>Total</b>
G 0001-00 General	0.00	0	3,446,400	3,035,400	0	0	6,481,800
D 0365-00 Permanent Building	0.00	0	4,442,600	4,406,800	0	0	8,849,400
D 0450-00 Admin. Services	0.00	0	422,200	220,000	0	0	642,200
Totals:	0.00	0	8,311,200	7,662,200	0	0	15,973,400

# Bond Payment Program

During the 2003 Legislative Session, the Joint Finance-Appropriations Committee created a new program in the Department of Administration for the sole purpose of payment of bonds for state buildings. In the past, the appropriation for bond payments was either in the budget for the Division of Public Works or in other agency budgets. This made it difficult to track and analyze the state's bonded indebtedness.

The table below reflects bond payments for building projects financed with the sale of bonds. Moneys appropriated for Operating Expenses are used to pay interest, while Capital Outlay goes towards paying down the principal.

Funds:

0001 = General Fund

0365 = Permanent Building Fund

0450 = Administrative and Accounting Services Fund (Agency is billed for the amount of the bond payment and bill is paid from agency's dedicated fund sources.)

Project	Fund	Operating Expenses	Capital Outlay	TOTAL
954 Jefferson St. (Boise) <sup>1</sup>	0001	\$ 138,000	\$ 75,500	\$ 213,500
954 Jefferson St. (Boise) <sup>1</sup>	0365	\$ -	\$ 25,000	\$ 25,000
BSU College of Technology	0365	\$ 311,800	\$ 175,000	\$ 486,800
Hospital North <sup>2</sup>	0365	\$ 245,800	\$ 465,000	\$ 710,800
Industrial Administration Bldg. <sup>3</sup>	0001	\$ 64,800	\$ 274,900	\$ 339,700
Industrial Administration Bldg. <sup>3</sup>	0365	\$ -	\$ 25,100	\$ 25,100
Maximum-Medium Prison <sup>4</sup>	0365	\$ 1,284,800	\$ 1,200,600	\$ 2,485,400
Prison Dorm <sup>4</sup>	0365	\$ 92,400	\$ 166,100	\$ 258,500
State School & Hospital <sup>2</sup>	0450	\$ 422,200	\$ 220,000	\$ 642,200
Private Prison <sup>4</sup>	0001	\$ 2,681,000	\$ 1,375,000	\$ 4,056,000
Billingsley Creek <sup>5</sup>	0001	\$ 322,400	\$ 230,000	\$ 552,400
Parks & Rec Headquarters <sup>5</sup>	0001	\$ 85,700	\$ 235,000	\$ 320,700
Ponderosa Park <sup>5</sup>	0001	\$ 154,500	\$ 845,000	\$ 999,500
ISU Rendezvous	0365	\$ 514,028	\$ 450,000	\$ 964,028
BSU Academic West	0365	\$ 351,576	\$ 335,000	\$ 686,576
UI Learning Center	0365	\$ 476,268	\$ 455,000	\$ 931,268
LCSC Activity Center	0365	\$ 406,900	\$ 385,000	\$ 791,900
NIC Health Building	0365	\$ 446,752	\$ 425,000	\$ 871,752
CSI Fine Arts Center	0365	\$ 219,370	\$ 210,000	\$ 429,370
ISP POST Academy <sup>6</sup>	0365	\$ 92,888	\$ 90,000	\$ 182,888
<b>TOTAL</b>		<b>\$ 8,311,182</b>	<b>\$ 7,662,200</b>	<b>\$ 15,973,382</b>

<sup>1</sup> Department of Lands and Department of Juvenile Corrections

<sup>2</sup> Department of Health & Welfare

<sup>3</sup> Department of Labor and the Industrial Commission

<sup>4</sup> Department of Correction

<sup>5</sup> Department of Parks & Recreation

<sup>6</sup> Idaho State Police